LETTER OF AGREEMENT

between

the Wardens, and Bishop's Committee of St. ******* Episcopal Church

********, Utah

and

The Reverend *******

who has been called as Vicar with the understanding that this tenure is expected to continue for two years, unless renewed by mutual agreement or dissolved by mutual consent or by arbitration and decision as provided by the relevant Canons of the Diocese of Utah and of the General Convention of The Episcopal Church.

BISHOP'S COMMITTEE RESPONSIBILITIES

All ministries other than those reserved to ordained leadership (including, but not limited to administering the sacraments) are understood as mutual ministries of the laity of the congregation and the Vicar. The Bishop's Committee shall lead the laity to support and cooperate with the Vicar in pursuit of parish goals, as articulated from time to time.

The Bishop is the legal agent for the congregation in all matters concerning its parish property and in its relationship with the Vicar. The Bishop's Committee will see that she* is properly supported personally and organizationally as well as in the Bishop's Committee's financial obligations to her*.

RESPONSIBILITIES OF THE VICAR

The Vicar is pastor and chief executive of St. ******Episcopal Church. As such, this position must be undertaken prayerfully, intentionally and in spirit of cooperation and respect for all members of the leadership team and congregation. The Vicar's ministry includes the pastoral and canonical responsibility for the congregation. She* shall lead the congregation as pastor, priest, and teacher, sharing in the councils of this congregation and of the whole Church, in communion with the Bishop. She* shall work with the Bishop's Committee and other lay leaders to maintain the regular schedule of worship services and preaching, education, pastoral care and pastoral offices (e.g., weddings, funerals, baptisms), calling upon the sick and shut-in, visiting newcomers, and ongoing administration of the parish. She* shall supervise all parish staff in the exercise of their responsibilities and ministries, for which they shall be accountable to the Vicar. She* shall also support the Bishop's Committee in fulfilling its responsibilities.

The duties of the Vicar include all duties prescribed by the Canons of the Episcopal Church and the Diocese of Utah, and the following:

WORSHIP

- Provide a regular schedule of Sunday and special worship services.
- Preparation of individuals for Baptism and Confirmation.
- Perform special services such as Baptisms, Weddings and Funerals.
- Provide leadership in the planning and conducting of worship services in concert with the altar guild, musicians, and other lay ministers of the church.

PASTORAL CARE

- Provide support and counsel to individuals and families who are grappling with death, illness or personal crises in their own lives or those close to them.
- Make home and hospital visits to members of the parish.

EDUCATION

- Develop and support programs for all ages in Christian education, including instruction in faith and ministry.
- Develop and encourage training for all lay ministries of St. ****** Episcopal Church.

ADMINISTRATION

- Attend to the financial and fiscal life of the parish through proper stewardship of resources in cooperation with the Bishop's Committee and Parish Treasurer.
- In concert with the Bishop's Committee, Junior Warden and Sexton, insure that the church building and grounds remain safe and well maintained.
- In concert with the Bishop's Committee and the Diocese of Utah, provide leadership for long-range planning regarding use of space and the future needs of the parish community.
- Update and maintain parish records and files to accurately reflect the current membership of the parish. In concert with the Bishop's Committee, update the parish computer to meet the administrative needs of the parish.

SECTION A: PART-TIME VICAR'S TIMES OF WORK AND LEAVE

1. The Vicar shall work at least 40 hours per week, which shall include Sunday activities. She* shall announce to the congregation what days of the week shall be her* regular days off of work.
2. She* will have the following periods of leave at full compensation:
    - Holidays, to be taken so as not to interfere with worship for major occasions, and consistent with those listed in current Diocesan policy.
    - Vacation, at the rate of one month per year that shall include four Sundays. She* shall give thirty days notice to the Wardens and Bishop's Committee before taking vacation time. She* shall arrange for supply clergy, and the Bishop's Committee agrees to pay supply clergy at the rate recommended by Diocesan Convention.
    - Attendance at the Convention of the Diocese of Utah, the Bishop's Clergy Conference and any Clergy Days called by the Bishop.

- Continuing Education leave at the rate of two weeks per year and not subject to being carried forward to successive years.
- Sabbatical Leave consistent with current Diocesan policy.

SECTION B- VICAR'S COMPENSATION

The Vicar's salary compensation and benefits will be the responsibility of the Diocese of Utah, as provided by separate agreement.

SECTION C- VICAR'S EXPENSES

The parish is responsible to pay or reimburse the Vicar for the following expenses:

1. Actual and reasonable travel expenses while on church business, at the current IRS reimbursement rate or fares for air travel, plus out-of-pocket costs of parking, fees, tolls, etc., consistent with expense reimbursement guidelines of the Diocese of Utah.
2. The normal expenses of the Church's office operation, such as telephone, postage, office equipment, supplies, secretarial services, etc.
3. The costs of long distance telephone calls by the Vicar on church business.
4. A Continuing Education Allowance of $600 per year to be budgeted and set aside annually by the congregation. The Vicar may draw up to $600 per year from Diocesan matching funds for continuing education, subject to the guidelines of the Diocese. Unexpended portions of the Diocesan allowance shall be allowed to accumulate for use in succeeding years up to three years. Any remaining funds in the event the Vicar leaves active duty or moves from the Diocese will remain with the Diocese.

SECTION D- DISCRETIONARY FUND

In accordance with the Canons of the General Convention, a Discretionary Fund is to be established under the Vicar's sole control, consisting of monetary gifts given to the Vicar for this specific purpose and other benefits as agreed by the Vicar and the Bishop's Committee. This fund will come from the annual budget of St******* Church, and other donations designated by the Vicar or others for that purpose. The monies of the Discretionary Fund belong to the parish. Therefore, when the Vicar leaves the parish, any monies left in the Discretionary Fund must be transferred to the custodianship of the Senior Warden.

SECTION E- SUPPLEMENTARY COMPENSATION

The Vicar shall not charge for performing any rites of the Church (for example: baptisms, marriages, funerals). She* may receive income from other sources, such as fees and honoraria for professional services performed on personal time for groups unrelated to the parish or for sermons, books or articles published outside the parish.

SECTION F- USE OF BUILDINGS

In addition to use and control of the Church and Parish buildings for the discharge of the duties of the Vicar's office, as provided by Canon law, the Vicar shall have the right to grant use of the buildings to

individuals or groups from outside the parish, following guidelines approved by the Diocese of Utah, the Vicar and the Bishop's Committee.

SECTION G- MUTUAL MINISTRY REVIEW

There shall be a bi-annual discussion and mutual review of the total ministry of the parish in order to provide the Vicar, Wardens and Bishop's Committee the opportunity to assess how well they are fulfilling their responsibilities to each other and to the ministry they share. Also, this review will act to clarify the expectations of all parties to help put any future conflicts in manageable form. A mutually agreed upon third party shall be engaged to facilitate the mutual ministry review process.

SECTION H- OTHER AGREEMENTS

1. The Vicar shall begin duties in the parish not later than *********, with all pay and benefits becoming effective on that date.

2. This Letter of Agreement shall be made part of the minutes of the Bishop's Committee meeting following its signing, and copies shall be given to each new Bishop's Committee member thereafter.

3. In case of illness the Vicar shall notify the Senior Warden. If she is ill on a Sunday, she* shall arrange for supply clergy, and the Vestry agrees to pay the supply clergy at the rate recommended by the Diocesan Convention.

4. If the Vicar and Bishop's Committee are in disagreement concerning interpretation of this Letter of Agreement, any party may appeal for mediation to the office of the Bishop of Utah, who is the final interpreter and arbiter of this Letter of Agreement.

Date _____ (signed) _____ Vicar

Date _____ (signed) _____ Senior Warden

Date _____ (signed) _____ Bishop